

Ngoc My My Ho

San Jose, CA, 95121 | (669) 207-9296 | myna85362@gmail.com |
linkedin.com/in/ngoc-ho2003

EDUCATION

Bachelor of Science in Business Administration, 08/2023 - Present
Concentration in Management Information Systems (MIS)
San Jose State University, San Jose, CA Expected Graduation: December 2025

Associate in Science in Business Administration, 08/2021-05/2023
Evergreen Valley College, San Jose, CA

WORK EXPERIENCE

Receptionist, AT Dental Care, San Jose, Ca. 07/2022 – Present

- Maintain customer records by recording information, storing it, and managing it
- Provide patients with proper appointments so that their dental problems are resolved satisfactorily
- Perform treatment payment procedures and receive payments from patients.

Cashier, Y Linh Sandwiches, San Jose, Ca. 07/2021 – 06/2022

- Took consumer orders accurately over the phone and in person.
- Handled credit/debit card transactions, handle cash, and provide change as needed.
- Learned everything you can about the menu, including the ingredients, any specials, and any opportunities for personalization.

SKILLS

Professional:

Team leadership
Strategic planning
Multi-tasking
Time management
Public speaking

Technical:

Microsoft excel
Microsoft PowerPoint
Google sheet
Google docs
Google slides

Languages: Biliterate in English and Vietnamese

Club:

Management Information System Association 01/2024 – Present

